

POSITION DESCRIPTION

Cultural Affairs Assistant

The U.S. Mission in Kuwait is seeking an eligible and qualified applicant for the position of Cultural Affairs Assistant to work in the Public Affairs Section.

BASIC FUNCTION OF THE POSITION:

Under the supervision of the Cultural Affairs Officer (CAO) and in cooperation with the Cultural Affairs Specialist (CAS), the Cultural Affairs Assistant (CAA) supports the cultural, educational, informational and social media programs developed and implemented by the Public Affairs Section (PAS) in support of the embassy's strategic priority policies and initiatives. S/he assists in promoting and supporting embassy activities in Kuwait with regard to cultural and educational engagement and commercial/economic diplomacy; assists with planning and implementing the full range of embassy exchanges, speaker and cultural programs.

DUTIES INCLUDE:

The job holder will develop and grow embassy contacts for these programs by direct interface with members of Kuwaiti society, business, senior government officials, NGOs and opinion leaders. S/he is also responsible for maintaining the contact data base and managing English language and other embassy programs.

1. Manages English language programs and training for outreach. This includes working with regional English language officer, supporting e-teacher programs and training, and programming American English-language experts for visits and training. 25%
2. Promotes alumni engagement with alumni of all USG-sponsored programs, local, regional, and U.S.-based. Supports coordination with local alumni associations affiliated with USG-sponsored programs such as State Alumni, ACCESS, YES and MEPI alumni. S/he also identifies key individuals and institutions for the contact management database and helps maintain accurate records of all PAS contacts.
3. Under the supervision of the CAO and in coordination with the PAO, plans, implements, oversees and assesses cultural programs including but not limited to U.S. artists, musical groups, sports experts and other specialists. Manages all elements of the program including travel arrangements and itineraries and program logistics; develops a budget, serves as Grants Officer Representative (GOR) and ensures completion of relevant grant paperwork for post-funded events. Identifies appropriate local partners, venues, audiences, ensuring that

the cultural program supports Mission strategic priority themes such as education, combatting violent extremism, IPR, entrepreneurship, and other related issues.

4. Provides support for PAS representation events, including drawing on alumni and contact databases for appropriate guest lists; supports the Cultural Affairs Specialist on the International Visitor Leadership Exchange, and MEPI coordinator with MEPI exchanges, including data entry in the Electronic Visitor Data Base (EVDB); inputs results reporting in the Mission Activity Tracker (MAT) for cultural programs, writes timely reports under the supervision of the CAO and SCAS on the results of cultural programs.
5. Supports PAS and Mission local youth outreach. This includes support for ACCESS program enrichment activities, outreach to Kuwaiti youth groups and projects, and cooperation with PAS staff on American Spaces programs for youth.